

Job Aid:

Organization Administrator: Multiorg Approver User

This Job Aid shows how to:

- Create a multiorg approver user

Overview and Requirements:

Setting up a multiorg approval path requires the participation of Organization Administrators (OAs) from each participating organization. **It is critical to ensure legal foundation for adding other agency users. The organizations involved must have a valid Interagency Service Agreement (ISA) or some type of legal authority.** The OA from one organization gives access to a user to be an approver on another organization's approval path, and creates a multiorg approval path.

Screenshot



Welcome To **COMMBUYS**

COMMBUYS
— OPERATIONAL SERVICES DIVISION —

COMMBUYS is the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments. COMMBUYS offers free internet-based access to all public procurement information posted here in order to promote transparency, increase competition, and achieve best value for Massachusetts taxpayers.

COMMBUYS INFORMATION:
For more information on COMMBUYS please visit the [COMMBUYS](#) support pages.
[Training and Registration for Purchasers](#)
[Training and Registration for Sellers](#)
[Job Aids for Purchasers](#)
[Job Aids for Sellers](#)

If you have any questions or concerns contact the COMMBUYS Help Desk at COMMBUYS@state.ma.us or ring us during normal business hours (8AM – 5PM Monday – Friday) at 1-888-627-8283 or 617-720-3197.

- Register**
Register here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to registering.
- Complete Registration**
Complete registration here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to completing registration.
- Open Bids**
Browse open bid opportunities.
- Active Contracts**
Browse active Contracts/Blankets.
- Contract & Bid Search**
Search for Bids and active Contracts/Blankets.
- Registered Vendor Search**
Search for registered vendors.

Login ID:
Password:

[Forgot your password?](#)

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Directions

1. Start a browser and access the COMMBUYS website by entering the URL

<https://www.commbuys.com/bsol>

Log in using your Login ID and password.

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Screenshot


Directions

Organization Administrator Home


Department/Approval/Users | Document Settings | System Configuration | Maintenance Tables




Maintain Agency Organizations/Departments/Locations
This section is used to administer agency organization, department and location information




Configure Approval Settings
This section is used to configure system settings for approval path maintenance




Maintain Agency Approval Paths
This section is used to administer agency approval paths



Maintain Agency Users
This section is used to maintain agency users



Maintain Assignment of Commodity-EPs to Purchasers
This section is used to administer the association of purchasers with commodity codes



Maintain Document Attachment Repository
This section is used to maintain files in the document attachment repository

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3. Select **Maintain Agency Users**

User Maintenance for: Department of Revenue

Search Using: ALL of the criteria

First Name Last Name

Login ID Status

Department

Location

User Role

Search Fields:

- Vendor Administrator
- Basic Purchasing
- Internal Administrator
- Agency Administrator
- Program Administrator
- Organization Administrator
- Department Access
- Inquiry
- Accounts Payable
- Inventory Administrator
- Inventory User
- Template Administrator

Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 10

Find It Clear Add User

Login ID	First Name	Last Name	Status	Role(s)
ALYSSAA	Alyssa	Arnold	Active	Basic Purchasing

4. The list of organization users displays.

Click the Login ID of the user you wish to designate as a multiorg approver.

Note: The OA performing this task does so on behalf of another organization's approval path.

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Screenshot

Purchasing Rules Edit

Open Market Req Limit

Direct Open Market Limit

Roles Edit

Basic Purchasing

Organization Privileges

Role Maintenance for: Alyssa Arnold

Roles:

☐ Vendor Administrator

☒ Basic Purchasing ☐ Can Open Formal Bids ☐ Can Create Demand Requisition ☐ BP Supervisor ☐ Allow Requisition Item Import ☐ Allow Contract Import ☐ Disallow Ad-Hoc Reporting

☐ Program Administrator ☐ Program Coordinator ☐ Program Auditor ☐ Program Approver

☐ Organization Administrator

☐ Department Access ☐ Department Access Role Privilege Type: (A department/location superuser must be a requisitioner)

If Department Access user, set up this user as

☐ User is an Approver ☐ Disallow Ad-Hoc Reporting

☐ Allow PO Receipts for Department Access Role

☐ Enable Change Order Creation

☐ Department Buyer Enabled

☐ Allow Requisition Item Import

☐ Inquiry

☐ Accounts Payable ☐ Accounts Payable Role Privilege Type: ☐ Disallow Ad-Hoc Reporting

☐ Inventory Administrator

☐ Inventory User

Proxy User: (No Proxy) ☐ Activate Proxy User

☐ Grant Template Administrative Rights

☒ Grant Multiorg Approval Rights

Department and Location are required if the user has a role of Basic Purchasing, Department Access, Accounts Payable or Inventory User.

Default Department: 1028CONVO - Default Data Conversion Department Default Location: 1028L - Default Data Conversion Location

Save & Exit Save & Continue Cancel & Exit

Directions

5. A user maintenance page opens.
Click the **Edit** button that is adjacent to the **Roles** heading.

6. The user role maintenance page opens.

Check the box for: **Grant Multiorg Approval Rights**.

Click **Save & Exit** when finished.

Note: The user to whom you granted multiorg approval rights can now be searched for and can be selected by an OA at a different organization.

Caution! In order to designate one of your organization's users as an approver on another organization's approval path, you must have a valid Interagency Service Agreement (ISA).

Use the **Organization Administrator Multiorg Approval Paths**, to add a user from another organization to your approval path.